



## **APPLICATIONS & APPEALS SERVICES**

**ENLARGEMENT OF EXISTING GAMES  
ROOM/ANNEX THROUGH PROVISION OF FIRST  
FLOOR AND NEW ROOF WITH DORMER WINDOW,  
ANCILLARY TO THE MAIN DWELLING**

**AT**

**2 FOREST COTTAGES, FOREST ROAD, COLGATE,  
RH12 4SZ**

**PLANNING, DESIGN & ACCESS STATEMENT**

**APRIL 2026**



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## 1.0 INTRODUCTION

1.1 Planning permission is sought for the enlargement of an existing games room/annex through the provision of a first floor and new roof with dormer window, to be used for purposes ancillary to the main dwelling at 2 Forest Cottages. The enlarged annex will continue to be used for purposes ancillary to the host property and is situated within the residential curtilage of the dwelling.

1.2 This supporting Planning, Design and Access Statement sets out the detail of the proposal which is described and appraised having regard to the following aspects:

- **Physical Context** – explains the physical context of the site and its surroundings;
- **Planning Context** – relevant planning history of the site and broad policy requirements;
- **Use** – the purpose of the proposed development;
- **Amount** – the extent of development on the site;

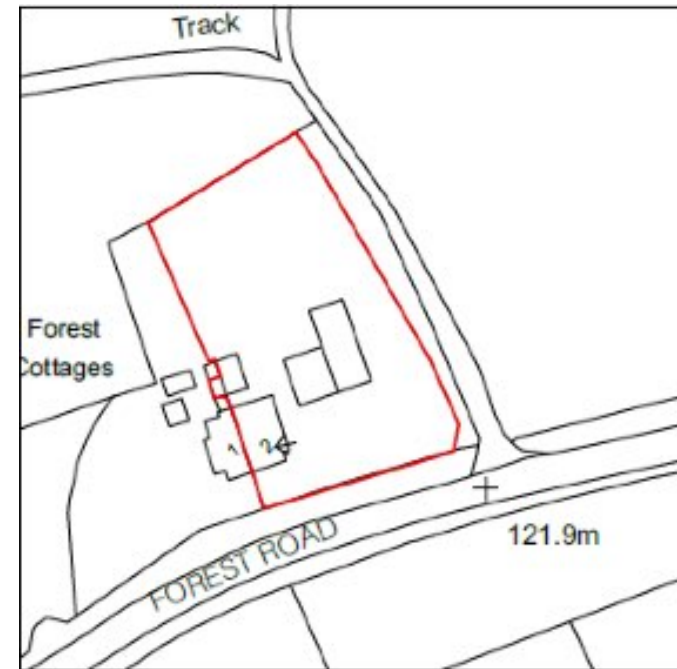
- **Scale** – details of the physical size of the proposed development;
- **Layout** – the relationship of the proposed development to the site and its setting;
- **Appearance** – details of materials, style and impact upon the existing and neighbouring properties;
- **Landscape** – impact of the proposal on the existing landscape and proposed planting and surfacing;
- **Access** – access to the proposed development and associated parking.

1.3 This Statement demonstrates that the proposed development accords with the relevant planning policies and is acceptable in all respects.

## 2.0 PHYSICAL CONTEXT & PROPOSAL

- 2.1 The dwelling at 2 Forest Cottages comprises a semi detached, two storey dwelling situated on the eastern edge of the village of Colgate within the countryside and the High Weald Area National Landscape (formerly AONB). The dwelling is situated to the north of Forest Road and is set behind a tall beech hedge and grass verge. There are other residential properties to the west of the property leading towards the centre of the village, and scattered properties to the east. The land to the north and east of the property is comprises more rural countryside and woodland.
- 2.2 The property is set back from Forest Road and is situated within a large residential curtilage. The dwelling has a large rear and side garden area to the east of the dwelling containing a number of domestic outbuildings, including a garage and the games room/annex building, the subject of this application. A mature well-maintained hedgerow runs along the eastern boundary of the property and there are several trees and shrubs scattered within the wider curtilage.

Figure 1: Site Location Plan



- 2.4 The following are photographs of the application site:



Front elevation of house and garage



Front elevation of garage and rear of annex



Drive and garage and neighbouring annex



Rear and east elevation of annex



View west across the frontage



Front (north) elevation of annex from garden



Rear and east elevation of annex



Closer view of front elevation



View of annex, garage and dwelling from garden



Patio area to rear of house and garage



View looking east to garage and annex from patio area



View of garden and annex from rear of house



West elevations of garage and annex



View of seating area and games area



Internal view of annex of bar area



Kitchenette area



Toilet

### Planning History

2.5 An examination of the Council's online planning records has found the following applications relevant to the current application:

- LB/39/76 - Hardstanding drive, access and turning space. Permitted 29-03-1977
- LB/39/77 - Double garage. Permitted 17-11-1977
- LB/4/78 - Replacement windows. Permitted 05-04-1978

- LB/13/85 - Extension of residential curtilage and erection of private double garage for storage of vintage vehicles. Refused 15-04-1985
- CG/33/93 - 2-storey extension. Permitted 06-12-1993

2.6 It would appear that none of these applications relate to the annex which is the subject of the current application. However, it is clear from images shown on Google Earth that the building has existed since at least 2001.



Google Earth 2001



Re-roofed 2012, but clearer Google Earth image from 2013

### **Proposal**

- 2.7 The proposal is to enlarge the existing outbuilding through the provision of a first floor and a dormer window in the new roof, to improve the facilities for the annex. The existing building is single storey in nature and measures 12.17m long by 5.57m wide. It provides a large games room with a kitchenette area and toilet. It has a small brink plinth with timber-clad walls above. There are several window openings and a large set of glazed

doors at the northern end of the building leading out onto a small covered patio area, with the garden beyond.

Figure 2: Existing Floor Plan

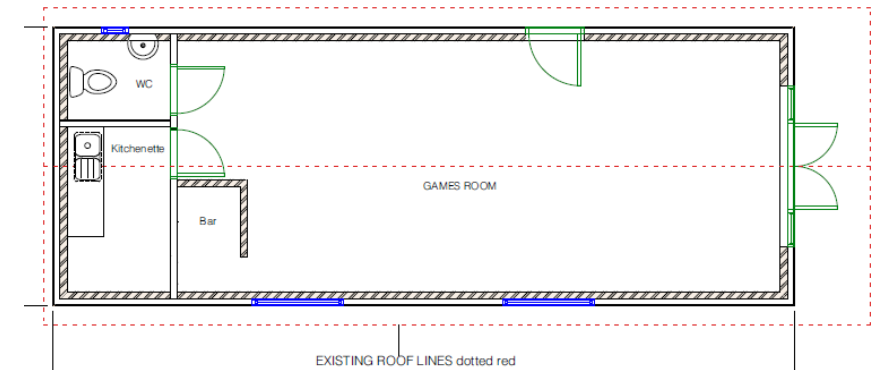
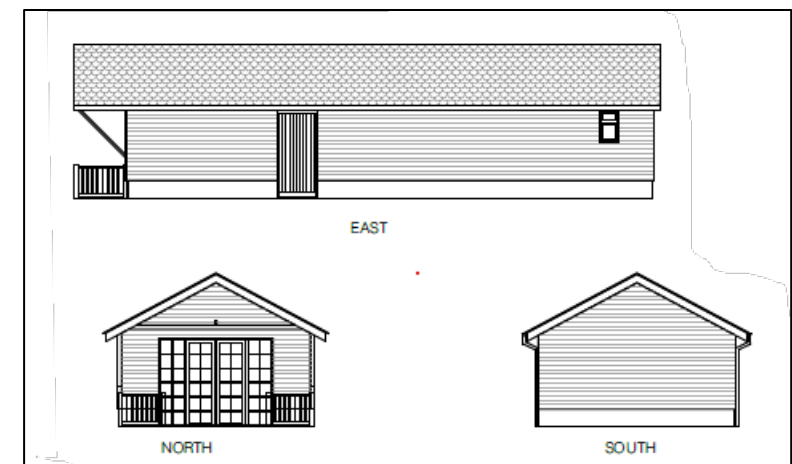


Figure 3: Existing Elevations



- 2.8 As stated, the proposal is to increase the height of the building to provide first floor accommodation, with a new ridged roof over. A small dormer window would be provided in the western roof slope. The annex would retain the existing ground floor layout, with the addition of a staircase. The first floor would accommodate two bedrooms and a bathroom.

Figure 3: Proposed Gound Floor Plan

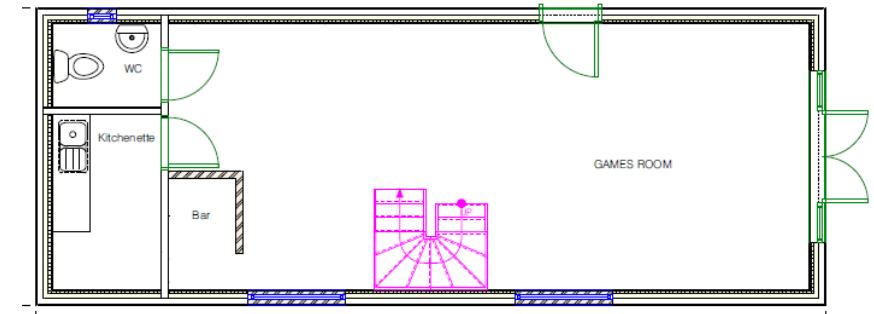


Figure 4: Proposed First Floor Plan

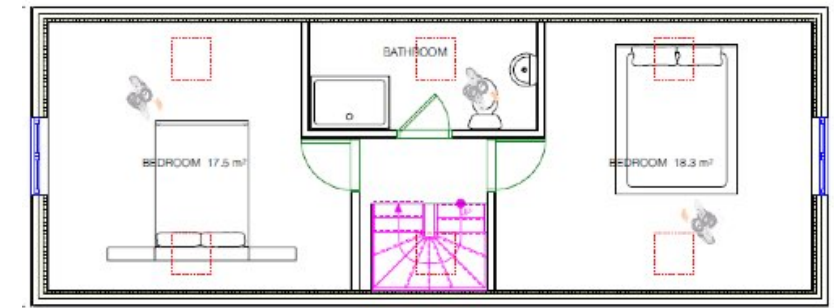


Figure 5: Proposed Elevations

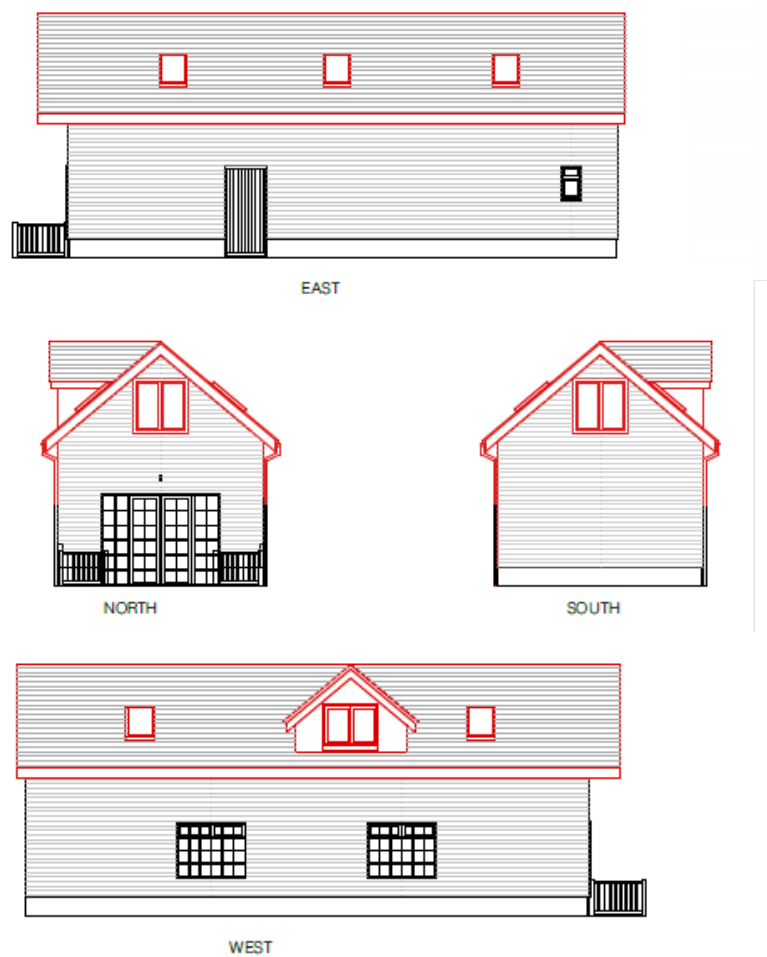


Figure 6: Existing and Proposed sections



### 3.0 PLANNING POLICY

National Planning Policy Framework (NPPF) December 2024

3.1 The presumption in favour of sustainable development remains at the heart of the revised National Planning Policy Framework. In Chapter 2 the NPPF restates at paragraph 7 that **‘the purpose of the planning system is to contribute to the achievement of sustainable development.’** Paragraph 10 goes on to highlight that there is a **presumption in favour of sustainable development.**

3.2 Paragraph 8 of the NPPF sets out the following three dimensions to sustainable development:

*a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;*

*b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being; and*

*c) an environmental objective – to protect and enhance our natural, built and historic environment, including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.*

3.3 Paragraph 9 states:

*“These objectives should be delivered through the preparation and implementation of plans and the application of the policies in this Framework; they are not criteria against which every decision can or should be judged. Planning policies and decisions should play an active role in guiding development towards sustainable solutions, but in doing so should take local circumstances into account, to reflect the character, needs and opportunities of each area.”*

3.4 Paragraph 11 states:

***11. Plans and decisions should apply a presumption in favour of sustainable development.***

***For decision-taking this means:***

***c) approving development proposals that accord with an up-to-date development plan without delay; or***

***d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:***

***i. the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or***

***ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.***

3.5 Footnote 9 clarifies part (ii) stating:

***The policies referred to are those in paragraphs 66 and 84 of chapter 5; 91 of chapter 7; 110 and 115 of chapter 9; 129 of chapter 11; and 135 and 139 of chapter 12.***

3.6 Chapter 4 addresses decision making. Paragraph 39 states that ***‘Local planning authorities should approach decisions on proposed development in a positive and creative way.’***

3.7 Paragraph 48 restates that ***‘Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise.’***

3.8 Paragraph 129 – ***‘Planning policies and decisions should support development that makes efficient use of land…….’***

3.9 In terms of design, Section 12 seeks to achieve well designed places. It sets out that the ***‘The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities’*** (paragraph 131).

3.10 Paragraph 135 states:

***“Planning policies and decisions should ensure that developments:***

***a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;***

***b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;***

***c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);***

***d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;***

***e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and***

***f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.***

3.11 Paragraph 139 states that:

***Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes. Conversely, significant weight should be given to:***

***a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or***

***b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.***

3.12 Chapter 15 relates to conserving and enhancing the natural environment. Paragraph 187 states that planning decisions should ***“contribute to and enhance the natural and local environment”*** by *inter alia* protecting and enhancing valued landscapes, sites of biodiversity value, recognising the intrinsic character and beauty of the countryside, and minimising impacts on and providing net gains for biodiversity.

3.13 Paragraph 189 sets out that:

***Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and National Landscapes which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads. The scale and extent of development within all these designated areas should be limited, while development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.***

3.14 Paragraph 190 states *inter alia* that:

***When considering applications for development within National Parks, the Broads and National Landscapes, permission should be refused for major development other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest.***

3.15 Paragraph 192 relates to habitat sites, and states that plans should promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species. Paragraph 193 states that when

determining planning applications, local planning authorities should refuse planning permission if significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for.

### **Local Planning Policy**

3.16 Local planning policy is contained within the Horsham District Planning Framework, November 2015 (HDPF). The following policies are relevant to the proposal:

- Policy 1: Strategic Policy: Sustainable Development
- Policy 25: The Natural Environment and Landscape Character
- Policy 26: Strategic Policy: Countryside Protection
- Policy 28: Replacement Dwellings and House Extensions in the Countryside
- Policy 30: Protected Landscapes
- Policy 31: Green Infrastructure and Biodiversity
- Policy 32: The Quality of New Development

- Policy 33: Development Principles
- Policy 40: Sustainable Transport
- Policy 41: Parking

3.17 Policy 1: Strategic Policy: Sustainable Development – states that when considering development proposals, the Council will take a positive approach that reflects the presumption in favour of sustainable development contained within the NPPF. As such, planning applications that accord with the policies in the new Local Plan will be approved without delay, unless material considerations indicate otherwise. Where there are no policies relevant to the application or relevant policies are out of date, the Council will grant planning permission, unless material considerations indicate otherwise.

3.18 Policy 25: Strategic Policy: The Natural Environment and Landscape Character – the natural environment and landscape character of the District will be protected against inappropriate development.

3.19 Policy 26: Strategic Policy: Countryside Protection – outside the built-up area boundaries the rural character and undeveloped

nature of the countryside will be protected against inappropriate development. Any development must be essential to the countryside location and meet certain criteria, including enabling sustainable development of rural areas. In addition, proposals must be of a scale appropriate to its countryside character and location and should not lead to a significant increase in the overall level of activity in the countryside.

3.20 Policy 28: Replacement Dwellings and House Extensions in the Countryside - seeks to ensure that any replacement dwellings, house extensions, outbuildings and ancillary accommodation are of an appropriate scale, siting and design, and have due regard to the countryside setting and the existing dwelling. In particular, parts 3 and 4 of the policy state:

***3. Ancillary accommodation and garaging will be required to meet with all other appropriate policies, particularly design principles, and demonstrate that the need for additional space cannot be met from an existing dwelling or buildings suitable of conversion on the site. The size of any new outbuilding should have regard to the dwelling they serve and should be grouped with the house. The use of ancillary accommodation as a separate dwelling will not be supported, and***

***4. Garages and any new outbuildings should have regard to the dwelling they serve and should be grouped with the house. The use of ancillary accommodation as a separate dwelling will not be supported.***

- 3.21 Policy 30: Protected Landscapes – sets out that the natural beauty and public enjoyment of the High Weald AONB and adjoining South Downs National Park will be conserved and enhanced and the opportunities for the understanding of their special qualities will be promoted. Development proposals will be supported where it can be demonstrated that there will be no adverse impacts to the natural beauty and public enjoyment of these landscapes as well as any cross boundary linkages.
- 3.22 Policy 32: The Quality of New Development – requires a high quality and inclusive design for all developments within the District. Development should (inter alia) be attractive, functional, accessible, safe and adaptable. Development should also contribute a sense of place both in the buildings and surrounding spaces.

- 3.23 Policy 33: Development Principles – sets out criteria for new development to comply with. This includes (inter alia) making efficient use of land, prioritising previously developed land, ensuring no harm will result to the amenities of occupiers/users of nearby properties and by ensuring that the scale, massing and appearance of development is a high standard of design. High standard of building materials, finishes and landscaping should also be included.
- 3.24 Policy 40: Sustainable Transport – development will be supported subject to criteria including the need for it to be located in areas where there are or will be a choice in the modes of transport available and minimises the distance people need to travel.
- 3.25 Policy 41: Parking – adequate parking and facilities must be provided within developments to meet the needs of anticipated users.

## Regulation 19 Draft Local Plan

3.26 The new Local Plan will set out updated policies for the District, and following various consultations, and delays in the process, the Hearings into the new Plan have recommenced this April. However, at this stage policies can only be afforded limited weight. Nevertheless, the following emerging policies are considered relevant to the proposal:

- Policy 1: Sustainable Development
- Strategic Policy 9: Water Neutrality
- Strategic Policy 11: Environmental Protection
- Strategic Policy 13: The Natural Environment and Landscape Character
- Strategic Policy 14: Countryside Protection
- Strategic Policy 16: Protected Landscapes
- Strategic Policy 17: Green Infrastructure and Biodiversity
- Strategic Policy 19: Development Quality
- Strategic Policy 20: Development Principles
- Strategic Policy 24: Sustainable Transport
- Policy 25: Parking

- Policy 45: Replacement Dwellings and House Extensions in the Countryside
- Policy 46: Ancillary Accommodation

3.27 Draft Policy 46 (Ancillary Accommodation) states that proposals for ancillary accommodation will be supported provided that:

- ‘1. The existing dwelling is in lawful residential use and a genuine need for the accommodation can be demonstrated.***
- 2. There is no boundary demarcation or sub-division of the garden area between the annexe and the host dwelling within the curtilage of the property.***
- 3. There is a clear functional link between the annexe and the host dwelling, including shared access arrangements;***
- 4. The scale, massing and appearance of the proposed annexe relates sympathetically to the host dwelling and the surrounding area.***
- 5. The use of ancillary accommodation as a separate dwelling will not be supported’.***

### **High Weald AONB Management Plan 2019 – 2024**

- 3.28 The High Weald Management Plan sets out the long-term objectives for conserving the High Weald AONB. The plan has been adopted by all 15 local authorities covering the AONB as their policy for the management of the area. Objective S3 of the Management Plan seeks ***‘To enhance the architectural quality of the High Weald and ensure development reflects the character of the High Weald in its scale, layout and design’***. This is to ensure the protection and enhancement of the character and quality of buildings in the High Weald, and to re-establish the use of local materials as a means of protecting the environment and adding to its distinctiveness.

## 4.0 DETAILS OF THE PROPOSAL: USE, AMOUNT & SCALE OF DEVELOPMENT

- 4.1 At the heart of the National Planning Policy Framework (NPPF) is a presumption in favour of sustainable development. For decision taking, the NPPF states that this means approving development that accords with the development plan without delay and paragraph 39 states that ***‘Decision-makers at every level should seek to approve applications for sustainable development where possible’***.
- 4.2 HDPF Policy 1 reiterates the advice set out within the Framework and states that the Council will take a positive approach to new development that reflects the presumption in favour of sustainable development. Policy 1 further states that ***‘the Council will always work pro-actively with applicants jointly to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area’***.

- 4.3 HDPF Policy 26 states that within the countryside development must be essential to its countryside location and must meet certain criteria. In addition, proposals must be of a scale appropriate to its countryside character and location. Certain development within the countryside may therefore be permitted, including for example the construction or enlargement of residential outbuildings.

- 4.4 In this respect, HDPF Policy 28 sets out the Council’s key criteria for replacement dwellings and house extensions in the countryside including for the construction of outbuildings and creation of ancillary accommodation. The criteria of Policy 28 are considered as follows:

***Outside the defined built-up areas, house extensions, replacement dwellings and ancillary accommodation will be supported if the development can be accommodated appropriately within the curtilage of the existing dwelling.***

- 4.5 The existing games room/annex has existed for many years within the curtilage of 2 Forest Cottages adjacent to the garage. The location will not change with the proposed extension of the

building. Whilst the annex is detached, due to its proximity to the host dwelling, it will result in no harmful encroachment into the countryside. It will be grouped with the dwelling and other outbuildings in this respect, and it can be appropriately accommodated well within its large residential curtilage.

***In addition:***

***1. Replacement dwellings will only be supported on a one for one basis and if it can be demonstrated that the property is not derelict.***

***2. Replacement dwellings should not be disproportionate to the size of the existing dwelling whilst extensions should also, and in addition, be in keeping with the scale and character of the existing dwelling. The cumulative impact of existing extensions will be taken into account.***

4.6 The proposal is not for any replacement dwelling and as such criterion 1 is not relevant to the proposal. In respect of criterion 2, alterations to the existing building will retain its character and

appearance as a structure subservient to the main dwelling. The timber cladding and smaller scale, clearly show the building to be ancillary to the main dwelling, and is appropriate for an outbuilding in this semi-rural location.

4.7 Furthermore, due to the size of the residential curtilage of 2 Forest Cottages, the annex will not result in any cramped form of development, sitting appropriately within the garden of the dwelling. The proposal complies with criterion 2.

***3. Ancillary accommodation and garaging will be required to meet with all other appropriate policies, particularly design principles, and demonstrate that the need for additional space cannot be met from an existing dwelling or buildings suitable of conversion on the site. The size of any new outbuilding should have regard to the dwelling they serve and should be grouped with the house. The use of ancillary accommodation as a separate dwelling will not be supported, and***

4.8 The enlarged annex will provide additional space for family members and guests, and allow for more flexible

accommodation. Due to its proximity to the main dwelling and its occupation by family and friends only, the annex will not result in the creation of a new dwelling unit. In this respect, the existing curtilage will remain in its current form and will not be subdivided. The vehicle access to the property will remain and the front driveway area and gardens will be shared as existing. One open curtilage, and therefore one planning unit, will remain. It is reiterated that the annex is grouped with the house and due to the close proximity and occupation by family members, there is a clear functional link between it and the main dwelling. The annex will provide accommodation ancillary to host dwelling and there is no conflict with criterion 3.

- 4.9 The applicant has no objection to a condition being imposed on any forthcoming planning permission restricting the use of the annex to ancillary purposes only, if this is deemed to be appropriate.

**4. Garages and any new outbuildings should have regard to the dwelling they serve and should be grouped with the house. The use of ancillary accommodation as a separate dwelling will not be supported.**

- 4.10 The proposal does not relate to the construction of a garage or outbuilding, but the enlargement of an existing building already in use as ancillary accommodation. As set out, the annex will continue to provide ancillary accommodation to 2 Forest Cottages and it will not be occupied as a separate dwelling. There is no conflict with criterion 4.
- 4.11 As stated above, the applicant has no objection to a condition being imposed on any forthcoming planning permission restricting the use of the annex to ancillary purposes only, if this is deemed to be appropriate.

**5. Subsequent extensions to converted agricultural buildings which detract from the original form and character will be resisted.**

- 4.12 Criterion 5 is not relevant to the proposal.
- 4.13 In summary, it is demonstrated that the proposed development meets the necessary requirements of HDPF Policy 28. The proposal also complies with the requirements of draft Local Plan

Policy 46 which supports proposals for ancillary accommodation. Specifically, the policy requires such development to not result in any boundary demarcation or subdivision of a garden area and there should be a clear functional link between the annex and the host dwelling, including shared access arrangements. Furthermore, the draft policy requires the scale, massing and appearance of an annex to relate sympathetically to the host dwelling and surrounding area.

some 750m the west of 2 Forest Cottages, on Forest Road (DC/22/0270). This accommodation took the form of a mobile home, but the same policy considerations applied. A copy of the planning decision is attached at Appendix NJA-1, and a copy of the Officer report is attached at NJA-2.

4.14 As set out, there will be no subdivision of the garden and a single vehicle access, driveway, garden and therefore planning unit remains. As the annex is sited close to the host dwelling and occupied by family members, there is a clear functional link. Furthermore, the proposed annex is small in scale and given the screening to the site boundaries, no harm will be caused to the visual amenity and special landscape qualities of the High Weald AONB countryside. The proposal complies in full with the requirements of draft Policy 46.

4.15 Planning permission has recently been granted for the provision of annex accommodation at The Retreat, a property located

## 5.0 LAYOUT, DESIGN & APPEARANCE

5.1 The NPPF sets out that the Government attaches great importance to the design of the built environment and that good design is a key aspect of sustainable development. Developments should be visually attractive and sympathetic to the local character of the surrounding area and should optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (paragraph 135).

5.2 HDPF policy 32 requires high quality design for all development in the District. In addition, HDPF Policy 33 sets out the Council's key development control criteria and states that development should make efficient use of land, should not cause harm to neighbouring residential amenities, should be appropriate in scale, massing and appearance and be of a high standard of design. Development should also be locally distinctive in character and should use high standards of building materials, finishes and landscaping. Specifically, it states:

*In order to conserve and enhance the natural and built environment developments shall be required to:*

***1. Make efficient use of land, and prioritise the use of previously developed land and buildings whilst respecting any constraints that exist;***

5.3 The proposed enlargement of the annex makes efficient use of the land and it will not take up a disproportionate amount of garden land, with sufficient amenity space retained to the rear, side and front of the host property. Given the set back from the road, and the mature boundary screening, the enlarged annex will not appear unduly prominent in its surroundings and it will not result in any harmful encroachment into the countryside. The proposal complies with criterion 1.

***2. Ensure that it is designed to avoid unacceptable harm to the amenity of occupiers/users of nearby property and land, for example through overlooking or noise, whilst having regard to the sensitivities of surrounding development;***

5.4 Due to the mature boundary screening and the degree of separation from other properties, it will not cause any harm to neighbouring residential amenity. The use of the annex replicates the existing residential use of the property and as it will be occupied by family members or friends of those who already live in the main dwelling, there will be no loss of privacy to those already living at the property. The proposal complies with criterion 2.

**3. *Ensure that the scale, massing and appearance of the development is of a high standard of design and layout and where relevant relates sympathetically with the built surroundings, landscape, open spaces and routes within and adjoining the site, including any impact on the skyline and important views;***

5.5 For the reasons described, the annex is of an appropriate scale and siting. The curtilage of 2 Forest Cottages is well screened and the annex will not appear unduly prominent to any public views from outside of the curtilage of the dwelling. There will be no changes to landscape, open spaces, skyline or local routes or views and the proposal complies with criterion 3.

**4. *Are locally distinctive in character, respect the character of the surrounding area (including its overall setting, townscape features, views and green corridors) and, where available and applicable, take account of the recommendations/policies of the relevant Design Statements and Character Assessments;***

5.6 The annex is respectful of the character and appearance of nearby built form and no distinctive views across the landscape are adversely affected. The appearance of the annex is appropriate to the rural area and the proposal complies with criterion 4, along with HDPF policies 24, 25, 26 and HDPF 30 which seek to protect the countryside and natural environment from inappropriate development. In particular, the special landscape qualities and public enjoyment of the High Weald National Landscape (formerly AONB) will not be harmed.

**5. *Use high standards of building materials, finishes and landscaping; and includes the provision of street furniture and public art where appropriate***

5.7 The proposed annex will assimilate appropriately into the site. The proposal complies with criterion 5.

**6. *Presume in favour of the retention of existing important landscape and natural features, for example trees, hedges, banks and watercourses. Development must relate sympathetically to the local landscape and justify and mitigate against any losses that may occur through the development;***

5.8 No trees, hedges, banks or watercourses will be affected by the construction of the annex. The proposal complies with criterion 6.

**7. *Ensure buildings and spaces are orientated to gain maximum benefit from sunlight and passive solar energy, unless this conflicts with the character of the surrounding townscape, landscape or topography where it is of good quality.***

5.9 The proposed enlarged annex will comprise appropriate levels of natural lighting and a good quality living environment will be

created for the occupiers, in connection with the host property. The proposal complies with criterion 7.

***Proposals will also need to take the following into account where relevant:***

**8. *Incorporate where appropriate convenient, safe and visually attractive areas for the parking of vehicles and cycles, and the storage of bins/recycling facilities without dominating the development or its surroundings;***

5.10 The proposed enlargement of the annex will not result in any impact upon existing facilities, including the parking of vehicles. The existing car parking which comprises a large driveway to the front of 2 Forest Cottages will be unaffected by the proposal which therefore raises no concern in respect of car parking provision or vehicle access. As such, there is no conflict with criterion 8 or HDPF Policies 40 and 41 which seek to ensure that proposals incorporate safe and adequate means of access and that there is appropriate car parking provision.

**9. Incorporate measures to reduce any actual or perceived opportunities for crime or antisocial behaviour on the site and in the surrounding area, and create visually attractive frontages where adjoining streets and public spaces, including appropriate windows and doors to assist in the informal surveillance of public amenity areas by occupants of the site;**

- 5.11 The relationship between the annex and the dwelling provides for natural surveillance within the curtilage. The proposal complies with criterion 9.

**10. Contribute to the removal of physical barriers; and,  
11. Make a clear distinction between the public and private spaces within the site.**

- 5.12 The annex is located within the curtilage of the dwelling and there are no implications in respect of the distinction between public and private spaces. Overall, it is demonstrated that the proposal complies in full with HDPF Policy 33.

#### Water Neutrality

- 5.13 The nature and scale of the proposed development would not result in a significantly more intensive occupation of the dwelling necessitating an increased consumption of water that would result in a significant impact on the Arun Valley SAC, SPA and Ramsar sites, either alone or in combination with other plans and projects. The grant of planning permission would not therefore adversely affect the integrity of these sites or otherwise conflict with policy 31 of the HDPF, NPPF paragraph 180 and the Council's obligations under the Conservation of Habitats and Species Regulations 2017.

#### Biodiversity Net Gain

- 5.14 In accordance with the Biodiversity Gain Requirements (Exemptions) Regulations 2024, all householder applications are current exempt from the statutory requirement to demonstrate a 10% net gain in biodiversity.
- 5.15 The proposed enlargement of the existing building, which does not involve any increase in the footprint of the building, will have

no impact on trees or wildlife within the curtilage of 2 Forest Cottages.

## 6.0 CONCLUSIONS

- 6.1 Planning permission is sought for the enlargement of an existing games room/annex through the provision of a first floor and new roof with dormer window, to be used for purposes ancillary to the main dwelling at 2 Forest Cottages. The enlarged annex will continue to be used for purposes ancillary to the host property and is situated within the residential curtilage of the dwelling.
- 6.2 The enlarged annex is sited in close proximity to the host property, and it will be occupied as ancillary accommodation, for purposes incidental to the enjoyment of the dwelling. The proposed accommodation will not be occupied as an independent dwelling. There will remain a functional link to the host property in terms of its ancillary nature and proximity with a clear connection between the annex and the house thereby allowing ease of access to the main dwelling.
- 6.3 Furthermore, there will be no subdivision of the curtilage and one planning unit will remain with the garden areas, driveway and vehicle access shared and used as existing.
- 6.4 It is further demonstrated that no harm will be caused to neighbouring residential amenities and overall the proposed annex is a sympathetic and subservient addition to the residential curtilage of the house. Importantly, the special landscape qualities of the AONB countryside will not be harmed and the annex will be appropriately screened from public or wider countryside views.
- 6.5 It is concluded that the proposal complies with the NPPF as a whole and the relevant policies contained within the Development Plan and the emerging Local Plan. On this basis, planning permission should be granted.